

HRD-330 APPLICANT DATA SURVEY INSTRUCTIONS

A. When Used

This form is the online fillable version of the HRD form that is used to request survey information in order to meet requirements set forth in Federal guidelines.

B. General

This form may be completed online then printed or printed first then completed. Up to four (4) job titles and their associated Recruitment Numbers may be specified.

C. Form Item Usage

1. **NAME.** The name of the person completing the form.
2. **DATE.** The date that the form is prepared. Format = mm/dd/yyyy.

JOB(S) APPLYING FOR

3. **TITLE.** The title of the job for which the application was submitted.
4. **RECRUITMENT NUMBER.** The six-digit number that identifies the recruitment.
5. **AGE.** The age of the person completing the survey. Put an X in the appropriate range. Select from one of the following: Under 20, 20-24, 25-29, 30-39, 40-49, or 50 & over.
6. **SEX.** The gender of the person completing the survey. Put an X in the appropriate designation: Female or Male.

ETHNIC BACKGROUND CATEGORIES

7. **CHECK ONLY ONE.** The single category that the person completing the survey believes best represents his/her ethnic background. Put an X in the appropriate selection. Select from one of the following: Black, Chinese, Filipino, Hawaiian, Part-Hawaiian, Japanese, Korean, Puerto Rican, Samoan, White, Mixed (other than Part-Hawaiian), and Others or Unknown.

STATE OF HAWAII
Department of Human Resources Development – State Recruiting Office
235 South Beretania Street, Room 1100, Honolulu, Hawaii 96813-2437
An Equal Opportunity Employer

APPLICANT DATA SURVEY

In order to meet the requirements as set forth in Federal guidelines, we need your cooperation and assistance in completing this form. Participation in the survey is confidential and voluntary. Your replies to this survey will not affect your eligibility or opportunity for employment in any way. The data will be used for reporting and personnel research purposes only. This form will not be released to State agencies for the purpose of selecting job applicants.

Complete one Applicant Data Survey form for each job you apply for. If applying for more than one level of work appearing in the same State of Hawaii Career Opportunity announcement, complete an additional line for each additional level of work.

NAME: _____ **DATE:** _____

JOB(S) APPLYING FOR:

TITLE	RECRUITMENT NUMBER
_____	_____
_____	_____
_____	_____
_____	_____

AGE: ☐ Under 20 ☐ 20-24 ☐ 25-29 ☐ 30-39 ☐ 40-49 ☐ 50 & over

SEX: ☐ Female ☐ Male

ETHNIC BACKGROUND CATEGORIES:

Review all the ethnic background categories listed below. Determine the category which you believe best represents your ethnic background. CHECK ONLY ONE

<input type="checkbox"/> Black	<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino	<input type="checkbox"/> Hawaiian
<input type="checkbox"/> Part-Hawaiian	<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean	<input type="checkbox"/> Puerto Rican
<input type="checkbox"/> Samoan	<input type="checkbox"/> White*	<input type="checkbox"/> Mixed (other than Part-Hawaiian)	<input type="checkbox"/> Others or Unknown

*Includes persons of Indo-European descent, including Pakistani and East Indian, and persons of Spanish or Latin descent. (excluding Filipino and Puerto Rican).